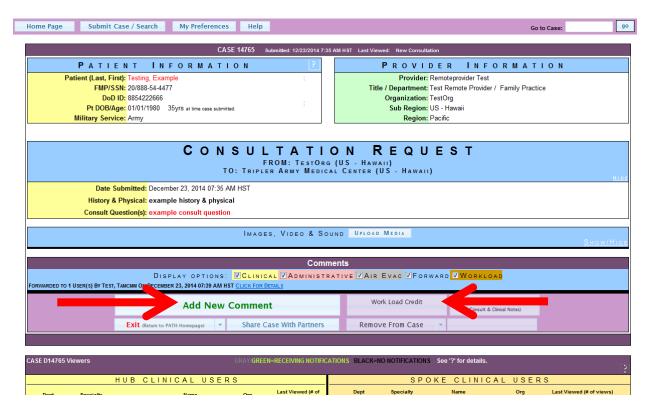
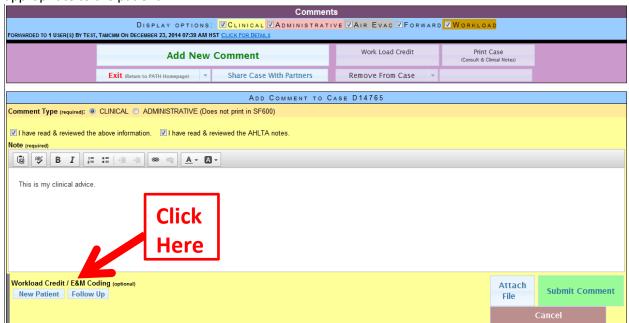
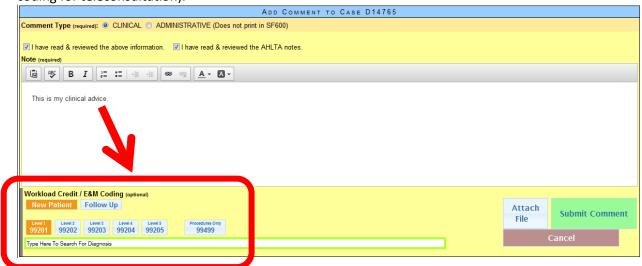
Workload can be added to a case in two ways, either via **Add New Comment** (below) or via **Work Load Credit** button (see page 5).



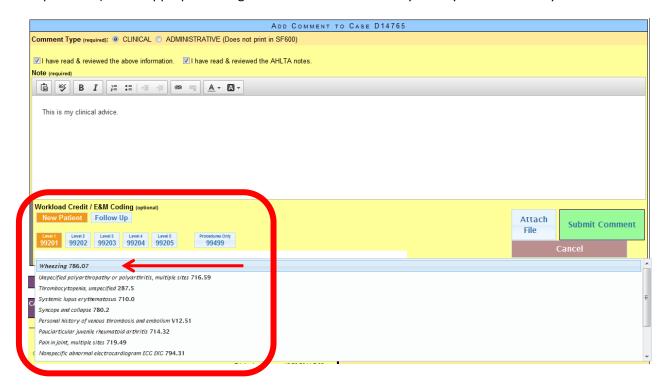
To add Workload via a new clinical comment click the **Add New Comment** button. The default comment type will be CLINICAL. Input your clinical notes and then click the **New Patient** or **Follow Up** button as appropriate to the patient.



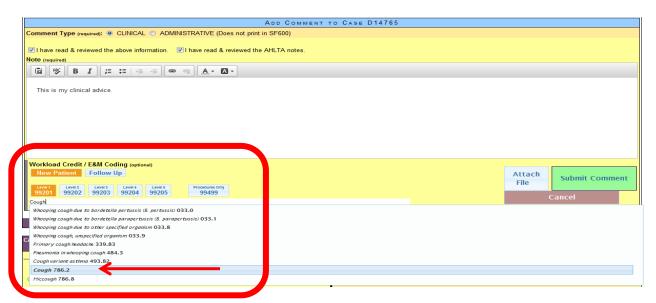
Once **New Patient** or **Follow Up** is selected choose the appropriate level of the encounter from the available choices (see <u>Workload Credit Guidance: ORIGINATING SITE</u> for guidance/instructions on proper coding for teleconsultation).



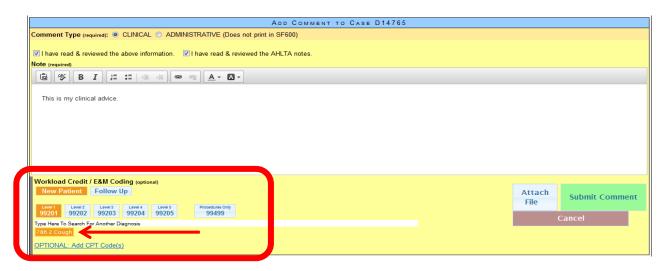
After the level of service is selected click in the "**Type Here to Search For Diagnosis**" box to begin searching for the appropriate diagnosis. When you first click in this box your previously submitted diagnoses will be listed automatically (based on the top twenty diagnoses previously recorded by your department). If the appropriate diagnosis is listed click it or use your keyboard arrow keys to select it.



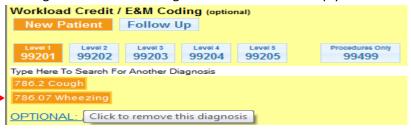
If the appropriate diagnosis is not listed search for it by inputting at least three characters of the diagnosis, this can be either the numeric code or its name. Once you see the correct diagnosis click it or use your keyboard arrow keys to select it.



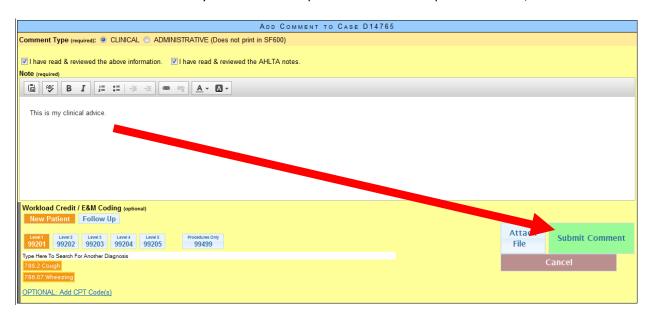
Once you have selected a diagnosis it will appear under the Workload Credit section in the clinical comment.



You can add additional diagnoses by searching and selecting them using the Diagnosis search box. If you no longer want a chosen diagnosis to be included simply click it to remove.



Once you have selected all the appropriate diagnoses click **Submit Comment** to apply your clinical comment to the case and send your workload to personnel who will input it to AHLTA/CHCS.

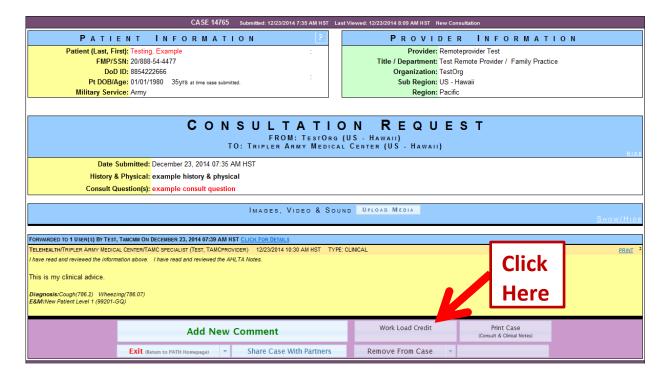


Your clinical comments and workload will appear (see below) and you are DONE!!!



<u>Please note</u> some departments will have an option to Add CPT Code(s) to a case, the process for adding procedures is the same as diagnoses. If you find a procedure is missing or you would like the option to add procedures to a case please contact an administrator at usarmy.tripler.medcomtamc.mbx.path-telemedicine@mail.mil.

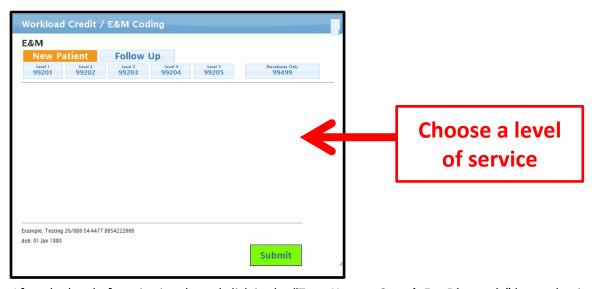
-To add Workload using the Work Load Credit button-



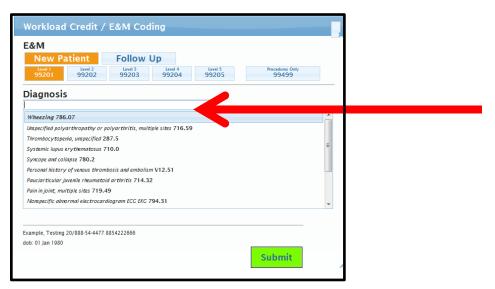
A Workload Credit / E & M Coding dialog will appear after clicking the Work Load Credit button. Choose the appropriate E&M choice, **New Patient** or **Follow Up**, from this dialog.



Once New Patient or Follow Up is selected choose the appropriate level of the encounter from the available choices (see <u>Workload Credit Guidance: ORIGINATING SITE</u> for guidance/instructions on proper coding for teleconsultation).

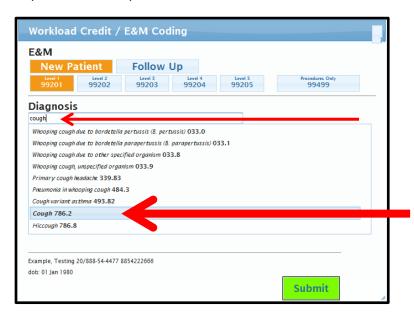


After the level of service is selected click in the "**Type Here to Search For Diagnosis**" box to begin searching for the appropriate diagnosis. When you first click in this box your previously submitted diagnoses will be listed automatically (based on the top twenty diagnoses previously recorded by your department). If the appropriate diagnosis is listed click it or use your keyboard arrow keys to select it.



If the appropriate diagnosis is not listed please search for it by inputting at least three characters of the diagnosis, this can be either the code or its name (continued on next page).

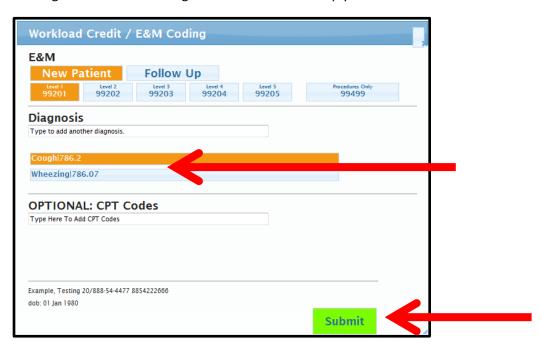
If the appropriate diagnosis is not listed search for it by inputting at least three characters of the diagnosis, this can be either the code or its name. Once you see the correct diagnosis click it or use your keyboard arrow keys to select it.



Once you have selected a diagnosis it will appear under Diagnosis section in the Workload Credit / E&M Coding dialog.



You can add additional diagnoses by searching and selecting them using the Diagnosis search box. If you no longer want a chosen diagnosis to be included simply click it to unselect it.



Once you have added all appropriate diagnoses click Submit to apply your workload comment to the case and send your workload to personnel who will input it to AHLTA/CHCS. You are DONE!!!



Please note some departments will have an option to Add CPT Code(s) to the case, the process for adding procedures is the same as diagnoses. If you find a procedure is missing or you would like the option to add procedures to a case please contact an administrator at usarmy.tripler.medcomtamc.mbx.path-telemedicine@mail.mil.